

AGENT SERVICE

<u>Item No.</u>	<u>Description</u>	<u>Method of Filing</u>	<u>Disposition Instructions</u>
1.	Section Correspondence File		
	a. Correspondence files of Agency policies and procedures governing Agent Service Section.	By subject and chronologically thereunder.	Permanent. Retain in Finance Division.
	b. Correspondence files not otherwise described in Item 1.a.	By subject and chronologically thereunder; start a new file every 2 years.	Permanent. Transfer to inactive file 4 years after close of file.
2.	Reference Material		
	Copies of Agency Regulations, Manuals, Notices, and Handbooks; State Department, Bureau of the Budget and General Accounting Office Regulations and other published instructions. Record copy retained by Registry.	By type of document and numerically thereunder.	Temporary. Dispose when superseded, obsolete, or no longer required for reference purposes.

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3.	Agent Payroll Case Files  Records consist of all basic documents used to authorize or change payments to employees including all payroll forms, correspondence and other financial pay and allowance data applicable to employee's term of employment.	By area, and alphabetically thereunder.	Permanent. Transfer to inactive file upon transfer or separation of employee.
4.	Employee's Normal Pay Record  Records consist of Form 33-24, Employees Normal Pay Record and contains deduction and service data. Records reflect the fiscal aspects of employment history.	By category of employee and alphabetically thereunder.	Permanent. Place in terminated file on transfer or separation of employee. Retain in Finance Division.
5.	Leave Records, S. F. 1137, on which all leave data is maintained.  a. Final Leave Cards  b. All other cards	Alphabetically  By area and alphabetically thereunder.	Permanent.  Permanent. Place card in employee's payroll folder when new card is prepared.

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6.	IBM Journals, Complete Pay and Deduction Data. Records prepared by allotment, then in alphabetical order and reflect amounts of pay and deduction data applicable to pay period. Keep end of year Journal for reference file. Record copy attached to posting voucher and retained by Accounts Branch.	Chronologically by pay period; start a new file every 2 years.	Permanent. Transfer to inactive file 2 years after close of file.
7.	IBM Check List (Counter Check Run) Reflects employee #, pay period, counter check #, amount of check. Used for control purposes in verifying payrolls. Filed with IBM check mailing list.	By pay period; start a new file every 2 years	Permanent. Transfer to inactive file 2 years after close of file.
8.	IBM Check Mailing List (Payroll Run) Reflects employee #, roll #, pseudonym, amount of check. The disposition of each check is noted on the listing. Used for control purposes in verifying payrolls.	By pay period; start a new file every 2 years.	Permanent. Transfer to inactive file 2 years after close of file.

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9.	<p>Payroll Control Register</p> <p>This is a hand-posted register of all pay and deductions items. Postings are recorded by payroll #, pay period, and chronologically thereunder. All postings for 1 particular pay period will represent totals applicable for all pay and deduction items. This register is used to verify figures on Payroll Voucher.</p>	<p>Chronologically; start a new file every 2 years.</p>	<p>Permanent. Transfer to inactive file 2 years after close of file.</p>
10.	<p>Individual Earnings Records</p> <p>a. IBM Ledger, Individual Earnings. Records consist of IBM listing reflecting the annual cumulative record of pay and deductions. This listing supplements Form 33-24, Employees Normal Pay Record.</p> <p>b. IBM Ledger, Individual Earnings. Same as Item 10.a.</p>	<p>By year, in alphabetical order</p> <p>In employee's payroll folder.</p>	<p>Permanent.</p> <p>Permanent. Payroll folder transferred to inactive file upon termination or transfer of employee.</p>

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10.	c. IBM Ledger, Individual Earnings Records consist of IBM listing reflecting the pay and deductions applicable to one pay period. Record copy attached to original posting voucher.	By pay period.	Temporary. Dispose when superseded.
11.	Accrued Compensation 300.2 Account Records consist of IBM listings and reflect the portion of compensation charged to cost but not yet recorded as paid. Record copy maintained by Accounts Branch.	By pay period; start a new file every year.	Temporary. Dispose when superseded and/or obsolete.
12.	Due from Agency Personnel 150.2 Account Records consist of IBM listings and reflect receivables due from Agency personnel such as earned salary paid prior to regular pay day and overpayments. Record copy maintained by Accounts Branch.	By month.	Temporary. Dispose when superseded and/or obsolete.

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13.	Individual Advance Account Listing, 144.2 Account. Trial balance, detailed listing of individual advance accounts as of end of month. Listing reflects status of each account.	Not applicable.	Temporary. Destroy when superseded.
14.	Quarterly Statements of Advance Account. Form No. 33-45, Statement of Account. Records reflect cumulative record of debits and credits to individual advance account.	Not applicable	Transfer to Area Division for forwarding to employee.
15.	Withholding Tax Files a. Copies of certifying officer reports to employees of total earnings and tax withheld and to the Director of Internal Revenue of the total income tax deductions withheld.	By year and alphabetically thereunder; start a new file every 2 years.	Temporary. Dispose after 10 years. Transfer to inactive file 2 years after close of file.

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<u>Item No.</u>	<u>Description</u>	<u>Method of Filing</u>	<u>Disposition Instructions</u>
15.	b. IBM Alphabetical Listing on tax prepared on calendar year basis for active employees. Used for reference purposes only.	By year.	Temporary. Dispose when obsolete.
	c. IBM Alphabetical listing on tax, prepared on calendar year basis for all terminated and/or transferred employees. Used for reference purposes only.	By year.	Temporary. Dispose when obsolete.
	d. Withholding tax exemption certificates, such as Internal Revenue Form W - 4.	Alphabetically. Place card in inactive file when superseded and/or obsolete; start new inactive file every year.	Temporary. Dispose 4 years after card is superseded and/or obsolete.
	e. Returns on income taxes withheld, such as Internal Revenue Form W - 2.	By year and alphabetically thereunder; start a new file every year.	Temporary. Dispose 4 years after close of file.

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16.	Payroll Change Notice		
	a. Pay copy of Form 33-29A, Payroll Change Notice or other similar document used to authorize or change payments to agents.	In Agent's Payroll Case File and chronologically ferred to inactive file upon thereunder.	Permanent. Payroll folder trans- termination or transfer from Agent status.
	b. Reference copy of Form 33-29A, Payroll Change Notice or other similar document used to authorize or change payments to agents.	By pay period and alphabetically there- under; start a new file every 6 months.	Temporary. Destroy 6 months after close of file.
17.	IBM Itemization of Expenses by Allotment No. Totals are reflected for all pay and deduction items. Official record copy attached to original posting voucher.	By pay period	Temporary. Dispose when super- seded and/or obsolete.
18.	IBM Listing of Credit Union deductions. Official record copy attached to original posting voucher.	By pay period	Temporary. Dispose when super- seded and/or obsolete.



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19.	IBM Listing of Other Deductions. Records reflect debit and credit entries to 144, 150 and 300 Accounts. Official record copy attached to original posting voucher.	By pay period.	Temporary. Dispose when superseded and/or obsolete.
20.	IBM Listing of amounts paid at Station. Records reflect credits to 300 Account. Official record copy is attached to original posting voucher.	By pay period	Temporary. Dispose when superseded and/or obsolete.
21.	Retirement Deduction Records		
	a. Individual Retirement Record, S. F. 2806 reflecting retirement deductions made during period of employment as agent.	Alphabetically	Not applicable. Transfer to Fiscal Division upon transfer to vouchered funds or to Retirement Division, Civil Service Commission upon separation.

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21.	b. IBM Alphabetical listing of retirement deductions, prepared on calendar year basis for active employees. Used for reference purposes only.	By year.	Temporary. Dispose when obsolete.
	c. IBM Alphabetical listing of retirement deductions, prepared on calendar year basis for all terminated and/or transferred employees. Used for reference purposes only.	By year.	Temporary. Dispose when obsolete.
22.	Request for Cashier's Check Duplicate copy of memorandum to Disbursing Office requesting issuance of Cashier's Check. Original attached to posting voucher and retained by Accounts Branch.	Chronologically by date.	Temporary. Dispose upon receipt of Cashier's check.
23.	Counter Checks Pay data record card used for control purposes when issuing special checks. This is a non-negotiable instrument.	By Agent Cashier and numerically thereunder; start a new file each year	Permanent. Transfer to inactive file 1 year after close of file.

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<u>Item No.</u>	<u>Description</u>	<u>Method of Filing</u>	<u>Disposition Instructions</u>
24.	Cancelled Checks	By bank account and chronologically there- under; start a new file every 2 years.	Permanent. Retain in Finance Division. Transfer to inactive files 2 years after close of file.
25.	Postage Slip, Form No. 35-11  Records represent requisitions for postage stamps. Original is forwarded to the mail room and maintained as record copy.	Chronologically by date.	Temporary. Destroy after 6 months.
26.	Pseudonym Roster  IBM listing prepared in alphabetical order.  Used in Analysis of 300.2 Account. May 1953 to date. Accrued compensation payable abroad.  Original maintained by Accounts Branch.	Chronologically;  start a new file every year.	Temporary. Dispose when super- seded and/or obsolete.
27.	Special Project Case Files  File consists of correspondence applicable to establishment and maintenance of special funding projects.	Alphabetically by project and chrono- logically thereunder.	Permanent. Transfer to inactive file upon termination of project.

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Item No.	Description	Method of Filing	Disposition Instructions
28.	Special Bank Account Case Files  Includes cancelled checks, bank statements, audit reports, bank account reconciliations, and applicable correspondence.	Numerically by name or number of bank account and chronologically there- under by type of document.	Permanent. Retain in Finance Division. Transfer to inactive file upon termination of bank account.
29.	Agent Name Cards  This is a reference file reflecting employee number, true name, and name and address of applicable banking institution. Records reflect any special instructions applicable to salary and allowance payments.	Alphabetically; transfer to inactive file upon termination of services.	Permanent. Retain Finance Division.
30.	Agent Name List  Records consist of Form No. 59-43B, Covert Personnel Services Form, Instructions for Agent Payment. (1946 to date).	Alphabetically, transfer to inactive file upon termination of services.	Permanent. Retain in Finance Division.

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